



Planning & Land Use Services

HISTORIC DISTRICT COMMISSION
2 FAIRGROUNDS ROAD
NANTUCKET, MA 02554
PHONE (508) 325-7587
FAX (508) 228-7298

<http://www.nantucket-ma.gov>

PLEASE CONTACT PLUS STAFF WITH
QUESTIONS!

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BUILDING WITH NANTUCKET IN MIND
Last revised July 2014

How to Apply to the Nantucket Historic District Commission



The Old Mill in 1935 - Wikipedia

& Understanding the process

LET US ALL KEEP NANTUCKET –
NANTUCKET!

PLUS Phone: (508) 325-7587

Do I need to apply?

YES!

If you are planning exterior changes:

- Re-roofing
- Changing Colors
- Arbors
- Decks
- Window Replacements
- Retaining Walls
- Hardscaping/Paving
- New Construction

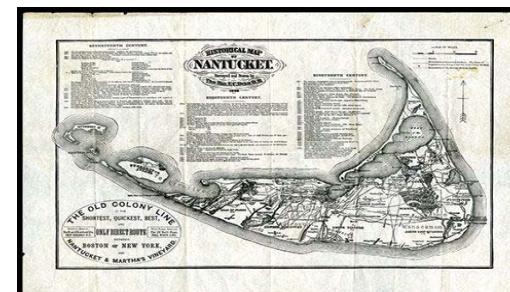
Here is what you need:

- Completed Application Form
- Application Fee
- Four (4) Collated Packets to include:
 - Locus Map
 - Plot Plan
 - Drawings of Proposal
 - Elevation Plans
 - Floor Plans

- One (1) set of reduced (8 ½" x 11") copies of ALL application materials

- A Scanned PDF of the complete reduced application materials to send via email to HDC Submissions, once your application has been accepted.

HDCsubmissions@nantucket-ma.gov



...you may also need:

- Supplemental information for existing or Historic Buildings
- Photographs
- As Built Plans
- Topographic Map
- Four (4) Collated Packets to include:
 - Exterior Elevation and Floor Plans
 - Door and Window Schedule
- Abutter Notification Materials
- Approvals (Conservation Commission, Zoning Board of Appeals and Planning Board)

HELP US, TO HELP YOU!

You are creating copies of the packet of information for the commission that shows them: where the property is, what it looks like and what you want to do with it.

QUESTIONS?

Stop by or give us a call at
(508) 325-7587

We are always happy to
help you understand this
process better!

What it looks like:

HDC APPLICATION

CERTIFICATE NO. _____ DATE ISSUED: _____

Application to the HISTORIC DISTRICT COMMISSION, Nantucket, Massachusetts for a
CERTIFICATE OF APPROPRIATENESS

NOTE: It is strongly recommended that the applicant be familiar with the HDC guidelines, including but not limited to the HDC. Please see other side for additional requirements. This is a conditional approval and must be followed by the HDC. The HDC will not issue a Certificate of Appropriateness until the applicant has provided the HDC with the required information. The HDC will not issue a Certificate of Appropriateness until the applicant has provided the HDC with the required information. The HDC will not issue a Certificate of Appropriateness until the applicant has provided the HDC with the required information.

PROPERTY DESCRIPTION

TAX MAP N°: _____ PARCEL N°: _____

Street & Number of Proposed Work: _____

Owner of record: _____

Mailing Address: _____

Contact Phone #: _____ E-mail: _____

AGENT INFORMATION (if applicable)

Name: _____

Mailing Address: _____

Contact Phone #: _____ E-mail: _____

DESCRIPTION OF WORK TO BE PERFORMED

☐ New Dwelling ☐ Addition ☐ Garage ☐ See section for required documentation ☐ Historical Renovation ☐ Deck ☐ Stairs ☐ Shed

☐ Color Change ☐ Fence ☐ Gate ☐ Paving ☐ Move Building ☐ Demolition ☐ Relocation to previous Cert. No.

☐ Roof ☐ Other _____

Size of Structure or Addition: _____ Length: _____ Sq. Footage 1st Floor _____ Sq. Footage 2nd Floor _____ Sq. Footage 3rd Floor _____

Height of ridge above first grade: North _____ South _____ East _____ West _____

Additional Remarks: _____

Original Date: _____

Is there an HDC survey form for this building attached? ☐ Yes ☐ No ☐ N/A (Upload on drawings and submit photographs of existing elevations)

DETAILS OF WORK TO BE PERFORMED

Foundation: Height Exposed ☐ Block ☐ Brick ☐ Other _____ ☐ Placed Concrete ☐ Piers

Masonry Chimney: ☐ Brick ☐ Block ☐ Other _____

Roof: Main Roof _____ Secondary Roof _____ Pitch _____

Roofing material: ☐ Asphalt ☐ Shingles ☐ Slate ☐ Other _____

Windows (list only): _____

Doors: ☐ Wood ☐ Metal ☐ Glass ☐ Other _____

Landscaping (list only): _____

Other: _____

Notes: _____

AGENT INFORMATION

AGENT INFORMATION (if applicable)

Name: _____

Mailing Address: _____

Contact Phone #: _____ E-mail: _____

If you are not the property owner, you need to fill out this section – if you are the owner, you can skip this part. We will also need a written statement (fax or email is acceptable) from the property owner, stating you are authorized to do work on their property.

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Roof: Main Roof _____ Secondary Roof _____ Pitch _____

Roofing material: ☐ Asphalt ☐ Shingles ☐ Slate ☐ Other _____

Windows (list only): _____

Doors: ☐ Wood ☐ Metal ☐ Glass ☐ Other _____

Landscaping (list only): _____

Other: _____

Notes: _____

Here is where you will tell the HDC what you want to do. If there is not an option listed for your project or if your application is for multiple changes, please use the “Other” option.

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Roof: Main Roof _____ Secondary Roof _____ Pitch _____

Roofing material: ☐ Asphalt ☐ Shingles ☐ Slate ☐ Other _____

Windows (list only): _____

Doors: ☐ Wood ☐ Metal ☐ Glass ☐ Other _____

Landscaping (list only): _____

Other: _____

Notes: _____

Here is where you need to be specific about the work you are planning to do. Most of this section will not apply, but the parts that do, need to be filled out completely.

COLORS

COLORS

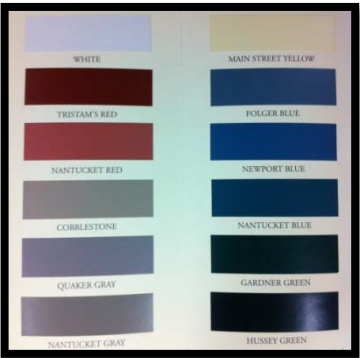
Shingles _____ Chalkboard (if applicable) _____ Roof _____

Trim _____ Sash _____ Doors _____

Deck _____ Foundation _____ Fences _____ Shutters _____

* Attach manufacturer's color samples if color is not from HDC approval list.

In this section, you inform the HDC as to which colors you will be applying to each part of the work described previously.



APPLICATION COMPLETE! WHAT NEXT?

- Deliver completed application, with the appropriate fee, to the HDC office at 2 Fairgrounds **before 12PM on the deadline day**. Deadline dates for submissions are on the back of the checklist form or on the Town of Nantucket website in the **Meeting Calendar**.
- While at the HDC, sign your project up for “New Business”.
- Confirm your meeting date during sign up, and plan to attend!
- Submit your entire application in PDF format, with the address as subject, to: hdcsubmissions@nantucket-ma.gov

AT THE HDC MEETING

APPROVAL

If your application is approved, there is nothing further for you to do. Allow a few days for paperwork to be processed then stop by the office to pick up your approval.

Sometimes the HDC “approves through staff” meaning there are minor changes that you need to do before we can release it. If your application receives this type of approval, call the HDC (508) 325-7587 the next day to get things sorted out.

DENIED

In the unlikely event, your application is denied, you may not move forward with your project. There is an appeals process if you feel there were procedural errors in your hearing.

HOLD FOR REVISIONS

If your application is held for revisions, you will need to submit the changes by one of the ‘rolling’ deadlines in order to be heard at the following “Old Business” meetings. It is always a good idea to check in with HDC staff to go over what is required.

For More Information & Resources, go to:

<http://www.nantucket-ma.gov/283/Historic-District-Commission>

Here’s a breakdown of what we need:

PROPERTY INFORMATION

PROPERTY DESCRIPTION

TAX MAP N°: _____ PARCEL N°: _____

Street & Number of Proposed Work: _____

Owner of record: _____

Mailing Address: _____

Contact Phone #: _____ E-mail: _____

Here is where you tell the HDC what property you are planning to make changes. You can locate map and parcel information at: <http://host/appgeo.com/nantucketma/>